Creating a Requisition

In order to create a req in COS:

• Receive the "Request for Personnel Action Exemption" (PAE) from the Governor's office

• The **30 million number** is the position number and should be on the PAE- *unless it is a newly established position*

• Then, once the newly established position can be *validated* in KHRIS, a request for a register may be made in COS

• A request for a register is done by filling out a requisition form in COS

Create the requisition in COS

• All job vacancies that are posted in COS require the completion of a requisition form

• All fields labeled with a red asterisk (*) are required fields and must be completed

Creating and Routing a Requisition

- Route the requisition to the "Agency Approver"
  - Some agencies' business rules require approval of a requisition by a central office "approver"
  - Agencies not requiring a formal approval process will approve their requisitions themselves before routing the request to the Personnel Cabinet for final review and approval

Final approval of a requisition

- The Personnel Cabinet has final approval of a requisition
- A req may be placed on "Hold" for various reasons (the agency will be notified)
  - Incorrect information
  - Lacks approval by the "Agency Approver"
  - Does not match information on PAE or position number in KHRIS
- All Requisition Team members will receive an automatic email notification when final approval has been made by the Personnel Cabinet

10- Day Posting

- Automatically posted for a standard ten day period (includes weekends)
- All fields labeled with a red asterisk (*) are required fields and must be completed
- Description of Job Duties may be detailed
- Must indicate whether it is "Competitive" or "Full-Internal Mobility"
- May include "Preferred Skills Questions (PSQs)
- May add Requisition Team members

Immediate Fill

- All fields labeled with a red asterisk (*) are required fields and must be completed
- County location must be indicated
- Description of Job Duties may simply read "Immediate Fill"
- Not necessary to indicate whether it is "Competitive" or "Full-Internal Mobility"
- May not add additional PSQs to requisition
- May add Requisition Team members